Instructions to fill the Workshop Details

Step 1 : To fill the workshop details

After receiving the workshop code on the day of the workshop you have to fill in the workshop details.

- Type http://www.spoken-tutorial.in/ in the browser this is the link which you should enter to login.
- Locate login on the top right hand corner of the page. Click on login. Enter your **Username** and **Password.**
- You will see "**Manage Workshop"** on the right hand side of the page. Locate **"Add Workshop Details"** written in brown colour.
- Click on **Add Workshop Details.** Fill in the details of the workshop namely **Workshop Code**, **Number of Participants**
- Click on **Submit.**

N.B – Please fill the details on the day of the workshop and not before that. If any of this details is not filled the students will not be able to view the certificate after the test